



MONTANA DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 4.3.1	Subject: GENERAL FOOD SERVICE OPERATIONS
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 3: Food Service in Facilities and Programs	Revision Date: April 20, 2005
Signature: /s/ Bill Slaughter, Director	Effective Date: May 1, 1997

I. POLICY:

It is the policy of the Department of Corrections to provide offenders confined in its facilities with nutritious, attractively presented meals, prepared in a sanitary manner.

II. IMPLEMENTATION:

This policy underwent annual review and revision in April 2005. It will be implemented on the revision date.

III. AUTHORITY:

2-15-112, MCA
DOC Policy 1.1.13
DOC Policy 1.1.14

Duties and Powers of Department Heads
Key Control
Tool and Dangerous Material Control

IV. DEFINITIONS:

Correctional Facility - For the purpose of this policy, includes Montana State Prison, Montana Women's Prison, Pine Hills Youth Correctional Facility, and the private and regional facilities contracted to the Department of Corrections. This policy applies only to facilities with full-scale food service operations.

V. PROCEDURAL GUIDELINES:

A. Food Service Management and Staffing

1. The Department's food service operations will be supervised by a full-time staff member who is experienced in food service management, has specific job-related training, and has a minimum of three years experience in food service management prior to assignment. This individual will have the resources, authority and responsibility to provide complete food service for the facility.
2. In-house or off-site food services may be contracted when appropriate. Contracted food service operations will be required to provide an on-site food services administrator.
3. Food service staffing must be adequate to ensure that food services are in compliance with this policy. A staffing pattern will be established that is appropriate to the size and needs of the facility in regard to offender population, physical plant, and equipment.

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4. Local policy will determine the extent to which offenders may be employed in food services.
5. Offenders must have the appropriate medical classification to be employed in food services (see DOC Policy 4.3.4, Food Service Safety and Sanitation).

B. Food Service Facilities

1. Food service loading and storage areas will be kept separate and sanitary.
2. Food service areas will include food preparation space based on population size, type of food preparation, and methods of meal service.
3. Adequate fire exits must be available. Ovens, grills, and similar equipment must have sprinkler and extinguisher coverage as required by fire safety regulations.
4. Dining space will be clean and sufficiently equipped to serve all offenders while offering adequate time for each offender to complete each meal.
5. Food service will provide sanitary garbage collection and disposal.

C. Food Service Procedures

1. Written policy, procedure, and practice will provide that meals are served under conditions that minimize regimentation and provide for direct supervision by staff members.
 - a) Space is provided for group dining except when security or safety considerations justify otherwise.
 - b) Meals will not be served in cells unless locked housing unit rules apply or it is necessary for safety or security. A table or shelf and seating will be provided for meal periods unless safety and security issues prevail, e.g., isolation cell placement.
 - c) Cafeteria facilities are preferable to offender waiter service.
 - d) The dining area will provide normal group eating facilities.
 - e) Conversation will be permitted during dining hours.
 - f) All offenders in the general population will be provided appropriate eating utensils including at least a fork and spoon or “spork.” Plastic cutlery may be used.
2. When offenders are not routinely absent from the institution for work or other purposes, at least three nutritionally adequate, palatable, and attractive meals (including two hot meals) will be provided at reasonable cost and at regular meal times during each 24-hour period.
 - a) There will be no more than 14 hours between the evening meal and breakfast unless the facility is operating under emergent conditions or is in a lockdown status.
 - b) Variations may be allowed based on weekend and holiday food service demands if basic nutritional goals are met and changes are authorized by the facility administrator.
3. Offenders will be offered an interim meal of appropriate nutritional value when held more than four hours awaiting commitment, release, or transfer.

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4. Facility policy will determine if food may be taken from the dining area to housing units and if food can be kept in an offender's cell or unit.
5. Offenders, employees, guests, and visitors will be served the same meals with the exception of offender special diets (see *DOC Policy 4.3.2, Menu Planning*). This does not preclude rewarding groups of offenders with special food in return for special services or special circumstances.
6. The facility staff will provide timely removal and disposal of all garbage.

D. Budgeting, Purchasing, Accounting, and Records

Written policy, procedure, and practice will specify that food service budgeting, purchasing, accounting, and record keeping practices include, but are not limited to:

1. Food costs; purchasing of supplies at wholesale and other favorable prices and conditions, and food products raised or produced in the system.
2. A uniform system to accurately record the number, cost, and type of meals served to offenders, employees, guests, and visitors.
3. Food expenditure cost accounting designed to determine cost per meal per offender.
4. Published menus and waste information.
5. Determination of and responsiveness to offender eating preferences.
6. Refrigeration of food, with specific storage periods.
7. Record of daily, monthly, and annual audits and inspections
8. Record of food safety and sanitation program.

E. Security and Related Issues

1. Search procedures will be established for all delivery traffic and incoming supplies as well as garbage removal services. Persons bringing in prepared foods will comply with all facility search requirements.
2. In accordance with *DOC Policies 3.1.13* and *3.1.14*, procedures will be established to ensure adequate key and tool control, including inventory procedures for knives, other sharp implements, and keys, as well as poppy seed, nutmeg, cayenne pepper, and fermentable items such as yeast and uncooked bread dough. All foods will be secured.

F. Exception to Policy

Exceptions may be made to this policy for offender special programs; however, all food preparation quality and nutritional standards must be met.

VI. CLOSING:

Questions concerning this policy should be directed to the Food Service Director.